

**TOWN OF NEWTOWN, CONNECTICUT**

**INVITATION TO BID**

Sealed bids will be received at the office of the Financial Director, **3 Primrose Street**, Newtown, Connecticut 06470, until but no later than **11:00 am, Monday, April 1, 2013**:

Cover: **DECORATIVE STREET LIGHTS - SANDY HOOK CENTER**

The Purchasing Authority of the Town of Newtown reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Newtown. The Town of Newtown is an Affirmative Action Employer-MBE/WBE are encouraged to bid.

  
\_\_\_\_\_  
E. Patricia Llodra  
First Selectman

  
\_\_\_\_\_  
Robert G. Tait  
Financial Director

**PURCHASING AUTHORITY**

**TOWN OF NEWTOWN PURCHASING AUTHORITY**  
**INSTRUCTIONS TO BIDDERS**

1. Submit bids in a sealed envelope plainly marked to identify the particular bid. It is the sole responsibility of the bidder to see that the bid is in the hands of the proper authority prior to the bid opening time. Bidders may be present at the opening of the bids.
2. Withdrawals of, or amendments to bids received later than the time and date specified for bid opening will not be considered.
3. The Purchasing Authority of the Town of Newtown reserves the right to accept or reject any or all options, bids, or proposals; to waive any technicality in any bid, or part thereof, and to accept any bid deemed to be in the best interest of the Town of Newtown, Connecticut.
4. Bids may be held by the Town of Newtown for a period not to exceed sixty (60) days from the opening of the bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to the awarding of the contract.
5. Bids must be submitted on the "Sealed Bid Request" form enclosed at the end of this packet. All items must be filled in (unit cost, trade-in for each unit, etc.). Failure to comply with this requirement will automatically void the bid.
6. Trade-ins, when indicated, will be listed on the Sealed Bid Request form. The Town of Newtown reserves the right to trade all, some or none of the vehicles listed as deemed in the best interest of the Town. Bidders may submit a bid on the new vehicles with or without trade-ins or may submit bids on the trade-ins only, either individually or by lot. Trade-ins must be detailed individually as indicated on the Sealed Bid Request form. Trade-ins may be used in determining the lowest responsible bid.
7. The Town may consider proximity of the vendor's service as a factor in determining lowest price and reserves the right to award in whole or part to one or more vendors.
8. The Town agrees to pay for all equipment within thirty (30) working days after the equipment has been accepted and claim (invoice) presented.
9. Bid Security when required must be by a **certified check, letter of credit or surety bond** for five percent (5%) of the total bid, payable to the Town of Newtown. If a surety bond is enclosed, it shall be written on AIA Document A310, Bid Bond, unless otherwise provided in the Bidding Documents, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the Power of Attorney.
10. The Town of Newtown reserves the right to retain the bid security of Bidders to whom an award is being considered until either: (a) the Contract has been executed and bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn or (c) all bids have been rejected.

11. Prior to awarding any contract exceeding \$25,000.00 for the construction, alteration, or repair for any public building or public work, a 100% performance bond and a labor or materialmen's bond must be furnished by the person to whom the contract is awarded.
12. Performance Bond when required must be by a **certified check, letter of credit or performance bond** for one hundred percent (100%) of the total bid. When submitting a performance bond, bonds must be written on AIA Document A312, Performance Bond and Payment Bond. Both bonds shall be written in the amount of the Contract Sum.
13. The successful bidder will be required to post a Certificate of Insurance, with the Town of Newtown named as additional insured, in an amount to be determined by the Town of Newtown.

## **SANDY HOOK STREETScape – PHASE II**

### **DECORATIVE LIGHTING SPECIFICATION**

**March 20, 2013**

The Town of Newtown is soliciting bids for Decorative Street Lights for Sandy Hook Center.

1. Providence Medium Housing Scale – Architectural Area Lighting – TYPE SL2 – FIXTURE HEAD: PROV-T5-60LED-NW-BLK (Type 5, Neutral White). POLE: DB124R8-125-8-BLK-RBC (8' Pole) and OAH 10 feet. Units are to be furnished with the RBC option for a plug receptacle mounting provision.

Expected order QTY: 30

2. Providence Large Housing Scale – Architectural Area Lighting – TYPE SL1 (Intersection) – Fixture Head: PROL-T5-108LED-NW-BLK (Type 5, Neutral white). Pole: DB124R12-125-12-BLK-RBC (12' Pole) and OAH 14 feet. Units are to be furnished with the RBC option for a plug receptacle mounting provision.

Expected order QTY: 7

3. Bid Alternate #1: Flag Holder part number : FH
4. Bid Alternate #2: Banner Arm: BBS4-12-BLK
5. Bid Alternate #3: QTY 12: LED Upgrade Kit: RK 4000K, 60 LED

All bids must provide a unit cost per item. Bidders must identify any shipping costs associated with the order including immediate pre-shipment of templates and anchor bolts.

#### **Other requirements:**

Templates and anchor bolts must be ready to ship immediately upon bid award and bidder must identify the time frame and cost for the pre-shipment of templates and anchor bolts in the bid document.

Bidder must also identify the time frame and cost for delivery of remaining order.

Bidder must identify ability to guarantee bid for a one year period.

Request for Bids to appear in the Newtown Bee 3/22/2013

Request for Bids Due at 11:00 am on Monday, April 1, 2013

**TOWN OF NEWTOWN**

**SEALED BID REQUEST**

**BID OPENING DATE:** **Monday, April 1, 2013**

**TIME:** 11:00 am

**LOCATION:** Finance Dept., Municipal Center, 3 Primrose Street, Newtown, CT 06470

**BID TITLE:** DECORATIVE STREET LIGHTING-SANDY HOOK CENTER

**SECURITY REQUIRED:** NONE

**DATED IN NEWTOWN:** March 21, 2013

**PLEASE NOTE: ONE (1) ORIGINAL and TWO (2) COPIES OF SEALED BID MUST BE SUBMITTED.**

**Is your company a MBE/WBE business:**

       (YES)           (NO)

**1. Medium Lighting Type SL2: \$ \_\_\_\_\_ per light**  
**Delivery Fees-Templates & Anchor Bolts:** \_\_\_\_\_  
**Time frame for Pre-Shipment:** \_\_\_\_\_  
**Delivery Fees-remaining order :** \_\_\_\_\_  
**Time frame for remaining order:** \_\_\_\_\_

**2. Large Lighting Type SL1: \$ \_\_\_\_\_ per light**  
**Delivery Fees-Templates & Anchor Bolts:** \_\_\_\_\_  
**Time frame for Pre-Shipment:** \_\_\_\_\_  
**Delivery Fees-remaining order :** \_\_\_\_\_  
**Time frame for remaining order:** \_\_\_\_\_

**Alt. # 1: \$ \_\_\_\_\_**

**Alt. # 2: \$ \_\_\_\_\_**

**Alt. # 3: \$ \_\_\_\_\_**

**Does bidder guarantee the above prices for 1 year: \_\_\_\_\_**

**COMPANY**

**SIGNATURE**

**ADDRESS**

**SIGNED BY (Print or Type)**

**ADDRESS 2**

**TITLE**

**ADDRESS 3**

**FAX NO.**

**TELEPHONE NO.**

**DATE**

**TAX ID NUMBER**

**E-MAIL**